

Foxtrot Professional Search getting started

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An Introduction to Foxtrot

CTM Foxtrot search products share the belief that less is more: fewer search results can mean greater relevance and satisfaction. Precision searching means first returning searches that match exactly your search terms, then enabling you to “zero in” on the documents you need.

There are three typical steps in using Foxtrot:

1. Build a search index for the specific folders containing your data only. Remember that less data indexed means higher satisfaction; avoid indexing entire hard disks since these will contain tens of thousands of irrelevant non- document files (system, library and application files).
2. Enter precise search terms for the query: unlike tools such as Spotlight, which treat your initial typing as an approximate query, Foxtrot will look for exactly what you typed, unless you explicitly use wildcard characters.
3. Refine the list of found items using categorization: Instead of first defining the exact criteria for the searched document (with the risk of overloading the query with irrelevant criteria that have no matches). Foxtrot will present both a list of all matching hits, and a set of selectable categories to narrow down the list to a manageable quantity.

Differences from Apple's Spotlight

Foxtrot Professional Search differs from Spotlight in several key areas:

Advanced Indexing: Offers customizable indexing options for different file types and locations.

Search Precision: Provides complex query tools for precise searching.

Document Preview: Includes a more robust document preview feature with support for annotations and highlights.

File Tagging and Metadata: Allows users to tag files and search by metadata.

Bookmarks and History: Users can create multiple pre-defined search profiles and recall previous search on new data

Getting started

Upon first launching FoxTrot Search (do not attempt to launch directly from the disk image-copy the FoxTrot application from the disk image into your Applications folder), you will be prompted to get started by indexing one folder.

The very first thing one should try with FoxTrot is the successful indexing and searching of a simple document folder.

That is what you are offered to do initially; if you do not see this dialog, simply go to Settings in FoxTrot Personal (or Manage indices in FoxTrot Professional) and add a folder to your main index.

For best results, we suggest choosing a moderately-sized folder containing PDF, HTML, Word processing and/or text files that contain keywords you are familiar with.

Upon closing the dialog, FoxTrot will go ahead and create an index for these documents. FoxTrot will comb through the folder and its sub-folders seeking eligible files to index, and will show progress in building your first index. When done with the first indexing process, you will be able to go on to searching.

The reason for not indexing too large a folder is that you can experience instant gratification and understanding of what FoxTrot has to offer by searching within a few seconds of building your index.

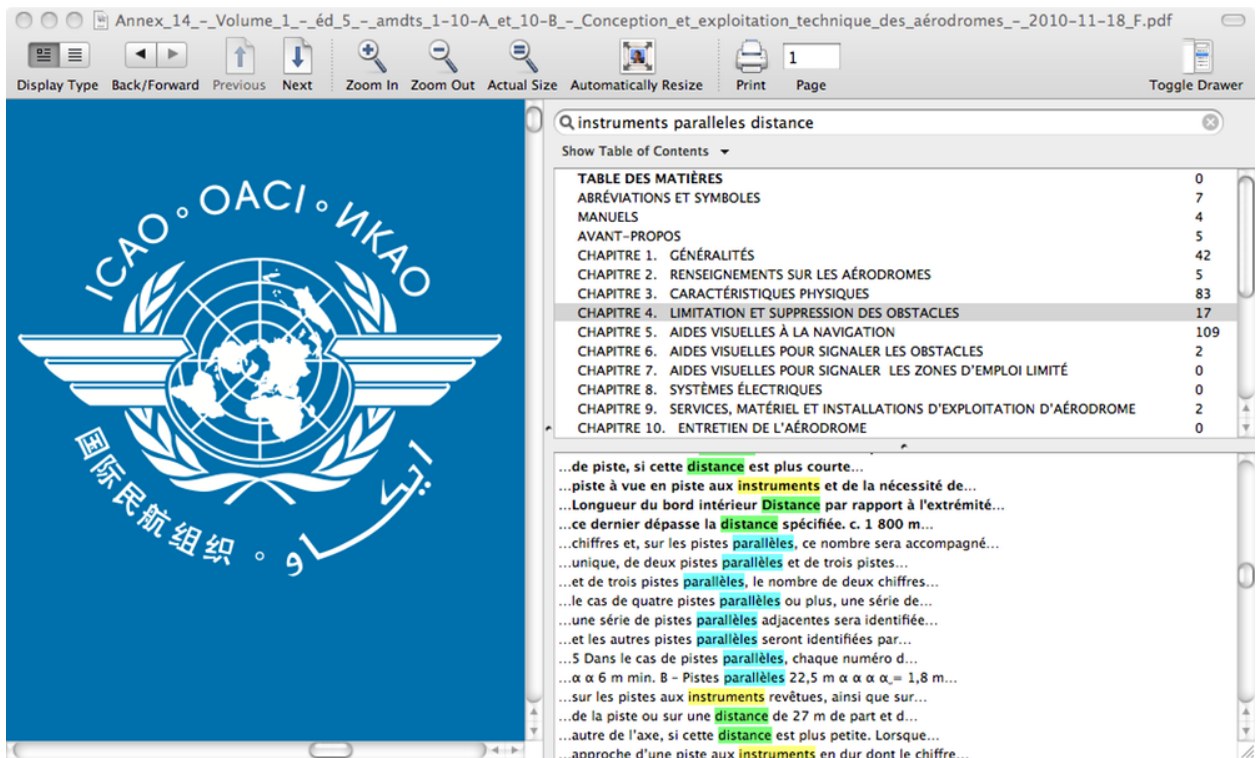
Once you get familiar with FoxTrot Search's basic features, you can go back and select a larger set of documents for indexing. i.e. several folders, or some preset locations which are offered above the custom folders in the document list.

FoxTrot Professional Search features

Document Preview & Secondary Searches

In addition to Previewing or Quick-looking a document, FoxTrot Professional Search provides a complete environment for reading documents in stand-alone windows, complete with a secondary search ability to highlight a distinct set of words.

For documents containing a table of contents, FoxTrot Professional will count and highlight results as found under each chapter.



The screenshot displays the FoxTrot Professional Search interface. The main window shows a document titled "Annex_14_-_Volume_1_-_éd_5_-_amds_1-10-A_et_10-B_-_Conception_et_exploitation_technique_des_aérodromes_-_2010-11-18_F.pdf". The document content is a blue page with the ICAO logo and text in French. A search bar at the top right contains the query "instruments paralleles distance". Below the search bar is a table of contents for the document, with the following entries:

TABLE DES MATIÈRES	
ABRÉVIATIONS ET SYMBOLES	0
MANUELS	7
AVANT-PROPOS	4
CHAPITRE 1. GÉNÉRALITÉS	5
CHAPITRE 2. RENSEIGNEMENTS SUR LES AÉRODROMES	42
CHAPITRE 3. CARACTÉRISTIQUES PHYSIQUES	5
CHAPITRE 4. LIMITATION ET SUPPRESSION DES OBSTACLES	83
CHAPITRE 5. AIDES VISUELLES À LA NAVIGATION	17
CHAPITRE 6. AIDES VISUELLES POUR SIGNALER LES OBSTACLES	109
CHAPITRE 7. AIDES VISUELLES POUR SIGNALER LES ZONES D'EMPLOI LIMITÉ	2
CHAPITRE 8. SYSTÈMES ÉLECTRIQUES	0
CHAPITRE 9. SERVICES, MATÉRIEL ET INSTALLATIONS D'EXPLOITATION D'AÉRODROME	0
CHAPITRE 10. ENTRETIEN DE L'AÉRODROME	2
	0

Below the table of contents, the document text is displayed with search results highlighted in green. The text includes phrases like "...de piste, si cette distance est plus courte...", "...piste à vue en piste aux instruments et de la nécessité de...", and "...Longueur du bord intérieur Distance par rapport à l'extrémité...".

Client Access To Foxtrot Servers

Beyond searching your own machine, FoxTrot Professional will let you connect to both dedicated FoxTrot Enterprise Servers and workgroup-level FoxTrot peer-to-peer servers (forthcoming).

Multiple Indices

Different kinds of data have distinct requirements for access and update. Reference material may be reindexed manually every fortnight, while frequently updated portions of your Documents or Mail folder may be best served with hourly reindexing.

By enabling the creation of distinct indexes for distinct “worlds” of data, FoxTrot Professional also lets you choose which context(s) to search within.

Faceless index updating

Foxtrot Professional contains a faceless background process which will honor the settings for automatic index updating even at times when the main FoxTrot Professional application is not running.

Advanced searches

- Search string specifier and boolean operator popup menu
- Neighboring words search
- Expanded metadata search keys
- Multiple-criteria searches
- Advanced Searches

Open And Search Web Pages

Foxtrot Professional can occasionally be used as a specialized web browser; after using “Open Location ...”, you can use all of FoxTrot’s document-level search features on the fly to quickly create a list of relevant, highlighted terms in a webpage.

Whereas Safari will only enable the highlighting of one word or sequence

of words, FoxTrot will build a list of occurrences for every term or, if the string is between quotes, of a specific sequence of words. Leading and trailing wildcard characters (*) can be also be used to find terms.

History, Bookmarks And Templates

FoxTrot Professional keeps a dated history of all searches performed and documents that it opens. Both can quickly be recalled by a double-click in the History section of the bookmarks window.

These and other searches can be dragged for specific storage into the Bookmarks folder.

In order to store only the criteria elements of a bookmark for use as a starting block in a future search without actually performing the search itself, drag it into the Templates folder.

Search Patterns

A search pattern is composed of one or more words. Uppercase, lowercase and accents are ignored. The punctuation is ignored, except in the cases mentioned under Advanced Search.

Search-as-you-type

By default, FoxTrot will start searching upon clicking on the Search button. A “Search-as-you-type” mode can be also be enabled from the Settings dialog.

Search String Specifier And Boolean Operator Popup Menu

FoxTrot Professional’s specifier popup menu determines how words typed into the search field are taken into account.

You can choose to:

- Include all of the words
- Include at least one of the words
- Include an exact phrase
- Include neighboring words
- Exclude words

- Exclude an exact phrase
- Match a search pattern

Expanded Metadata Search Keys

FoxTrot Professional offers seven search keys:

- Contents, any metadata or file name
- Any metadata or file name
- File name
- Name, subject or title
- Author, contact or recipient
- Keyword or comments
- Other metadata

Multiple-criteria searches

FoxTrot Professional offers the ability to build complex, multi-criteria searches with “AND” or “OR” combinations

Asian Text

Chinese, Japanese and Korean text is searched as a single word, unless if it contains some spaces (or other punctuation characters) to separate the words.

For example, searching 田中です will only find this exact string, but searching 田中です will also find 田中はこの人です.

Boolean Operators

Use the | character (vertical bar) to combine two (or more) words with an OR. For example, washington | boston will find documents that contain either washington or boston. You can also combine quoted strings, for example washington | boston | “new york” | “san francisco”.

Complex Patterns

Combining several special characters in the same search pattern:

“john doe” “bob smith” will find john doe meets bob smith, but not john smith meets bob doe

restaurant chinese | vietnamese | korean boston | washington | “new york” will find a chinese restaurant in Washington as well as a vietnamese restaurant near New York. Note that the | operator have precedence, ie this search pattern is evaluated like restaurant (chinese | vietnamese | korean) (boston | washington | “new york”).

fox* -fox -foxtrot will find all documents containing a word that starts with fox but without any occurrence of fox (as a full word) or foxtrot.

box -*box will find all documents containing a word that contains box but without any occurrence of a word ending with box. For example, it could find a document that contains boxer or shoeboxes but it will not find one that contains shoebox.

“www.ctmdev.com” (or “www ctmdev com”) will find www.ctmdev.com (as well as www ctmdev com or www+ctmdev/com). Note that a dot inside a word is considered as a word separator, so www.ctmdev.com (without quotes) will also find informations about ctmdev at www.somewhere-else.com.

“big car*” “new york” -show* will find all documents that contain big car or big cars, that also contains new york, but that do not contain show or shows.

“-pierre dupont” | “-jean pierre dupont” will find documents that contain dupont (but ignoring pierre dupont) or that contain pierre dupont (but ignoring jean pierre dupont); in other words, it will find all occurrences of dupont (but ignoring jean pierre dupont).

Excluded Words

Words starting with a minus sign are exclusion words. For example, Michigan -lake will find all documents containing Michigan but not containing lake.

Note that a minus sign inside a composed word is considered as a normal word separator. For example, re-open is considered as two words: re open.

Proximity Searches

FoxTrot offers a unique mechanism for selecting the proximity of words to be searched for. FoxTrot gives a higher rank to documents that contains the searched words near to each other. However, if you you want to find only the documents that contains the specified words in a given proximity range, you can use a quoted string, and specify the range (the maximum number of other words between the searched words) between braces immediately after the opening quote.

For example, “{2} bob greg john” will find documents that have at least one occurrence of bob that is at most at 2 words of occurrences of greg and john. It will find bob, john and greg are friends or greg, john and bob are friends, but it will not find bob and john are friends of greg.

You can also search for documents containing multiple quoted strings in a specified proximity range, by specifying the range (the maximum number of other words between the searched strings) between braces at the beginning of the search pattern. For example, {4} “john doe” “bob smith” will find john doe is a friend of bob smith, but it will not find john doe is one of the best friends of bob smith.

Quoted Strings

Use quoted strings to search for a sequence of words. For example “Lake Michigan” will find Lake Michigan but will not find a small lake in Michigan.

Quoted strings prefixed with a minus sign are exclusion phrases. For example Michigan -“lake Michigan” will find all documents containing Michigan but not containing the expression lake Michigan (whether they contain the single word lake or not).

You can add excluded words at the beginning or at the end of a quoted string, to find documents that contain this quoted string not contiguously to these excluded words.

For example, “john -doe” will find documents that have at least one occurrence of john that is not part of the string john doe; but doe or even john doe can occur somewhere else in the document (for example, it will find john smith or john smith meets bob doe or even john smith meets john doe, but it will not find just john doe).

Another example: “-john -bob doe” will find documents that contain the

word doe that is not part of the strings john doe nor bob doe (for example it will find greg doe or greg doe meets john smith but it will not find just john doe nor bob doe).

Wildcards

Words ending with an asterisk will match all words with this prefix (for example, word* will match word, words, or wordy).

Words starting with an asterisk will match all words with this suffix (for example, *ping will match ping, jumping, or dumping).

Words enclosed by asterisks will match all words containing these characters (for example, *box* will match box, boxer, shoebox, or shoeboxes.)